

From: (b) (6) [CIV NAVAUDSVC](#)
To: [DONFOIA-PA](#)
Subject: 3Q quarterly FOIA report - Naval Audit Service
Date: Friday, June 14, 2013 9:46:02
Attachments: [FOIA Quarterly Report Form 3Q FY13.pdf](#)

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Hello:

Naval Audit Service quarterly FOIA report for 3Q FY13 attached.

Cost of preparation -- \$14.75

Vr/

(b) (6)
Editor / FOIA-Privacy
Naval Audit Service
(b) (6)

This signature line and my digital signature is the equivalent of a hard copy signature, serving to authenticate that I have the authority to send this e-mail and to indicate I have consciously decided that it should have the same legal authority normally accorded to an actual hard copy signature.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, June 10, 2013 10:52
To: (b) (6)

[REDACTED]

Subject: Action Item due June 21, 2013 - Quarterly FOIA Reporting
Importance: High

DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,

Robin Patterson

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